### **EDUCATION & TRAINING TOOLKIT**

# **Individual Learning Needs Assessment/Skills Checklist**

NAME:	DIVISION: ENVIRONMENTAL		
SIGNATURE OF APPROVING AUTHORITY:		DATE:	
EMPLOYEE SIGNATURE:	DATE: _		

#### TATTOO AND BODY PIERCING FACILITY INSPECTION SKILL SET (C.3.4)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Protocol & Documentation	If county ordinance is in place, documents activities to adhere to county ordinance				
		Documents coordination and oversight of licensure and operations of tattoo and body piercing facilities				
		Determines application of enforcement procedures and ensures compliance with state and local codes				
		4. Demonstrates ability to review plans and procedures for new facilities				
		5. Conducts pre-opening inspections for new facilities				
		6. Performs routine health and safety inspections correctly				
		7. Documents all inspections properly				
	Education	1. Consults with operators				
		2. Educates on transmissible diseases and public health concerns				

#### Indiana Public Health Workforce Development

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Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Complaints	Demonstrates correct response to and investigation of complaints regarding licensed or unlicensed tattoo and body piercing operations in the county				